

**General
Examination Regulations (APO)
for the Bachelor's, Master's, Diploma, and Magister Degree Programmes
at Technische Universität Braunschweig**

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On 15 March 2023, the Senate of Technische Universität Braunschweig passed the following new version of the General Examination Regulations for the Bachelor's, Master's, Diploma, and Magister degree programmes at Technische Universität Braunschweig (APO) in accordance with §9 (3) letter a) of the Basic Regulations of Technische Universität Braunschweig:

§ 1 **Scope**

- (1) These are the General Examination Regulations that apply to all Bachelor's and Master's degree programmes as well as all adaptation and continuing education courses at Technische Universität Braunschweig. ²Guest audiences are not covered by the scope of these regulations, unless expressly mentioned.
- (2) ¹In separate regulations, the individual faculties regulate the subject-specific provisions for the respective degree programmes or courses and specify the provisions of the General Examination Regulations; in this respect, the provisions in the separate regulations take precedence over the provisions in the General Examination Regulations. ²The separate regulations constitute Special Parts of the General Examination Regulations and primarily concern
 - the university degree to be awarded,
 - the content of degree certificates and transcripts (including the diploma supplement),
 - the course structure and the standard period of study,
 - the structure of adaptation and continuing education courses,
 - the description of the modules (including any internships) as well as the course and examination achievements (including the examination contents) assigned to them and the indication of the credit points (CP) assigned to them,
 - the requirements for admission to the examinations (course and examination credits) and to the thesis,
 - the submission deadline of the thesis and
 - the size and composition of the Examination Board in case of interdisciplinary Examination Boards.
- (3) Where individual provisions do not exist for the Diploma or Magister degree programmes, the General Examination Regulations have to be applied accordingly.
- (4) ¹If Special Parts of the Examination Regulations stipulate that university institutions which do not belong to a faculty provide teaching—for example in the case of key qualifications or in the area of professionalization—these General Examination Regulations also have to be applied. ²The same applies to courses that are not assigned to a degree programme and that have no standardization.

- (5) ¹For courses that are not assigned to a degree programme, the academic management of the respective institution offering the course performs the duties of the Examination Board. ²If the appeals procedure is admissible, it is both the initial and appeals authority.

§ 2

Objective of Studies and Purpose of Examinations

- (1) ¹Within the framework of the bachelor's degree programme, students are expected to acquire the basic professional knowledge, skills, abilities and methods that enable them to act in a qualified and responsible manner in professional practice as well as in a scientifically justified manner in everyday professional life and which enable them to study in an academic degree programme that leads to the standard degree of a consecutive degree programme. ²The examinations assess whether these competencies have been acquired. ³Competencies in the sense of these regulations are technical knowledge, skills, abilities and methods.
- (2) ¹In the Master's programme, students are supposed to acquire in-depth and/or extended competencies. ²The examinations determine whether the examinee has acquired the competences necessary for the completion of the degree, has an overview of the subject-related contexts and is able to work scientifically and to apply scientific findings and to extend existing boundaries of knowledge in theory and application with new methodological approaches.
- (3) ¹The Special Parts of Examination Regulations for the individual bachelor's and master's degree programmes as well as corresponding regulations for continuing education and adaptation courses may provide that courses and examinations may also be conducted in foreign languages. ²The language of the examination is usually congruent with the language of the course.

§ 3

Modularization, Credits

- (1) ¹The Bachelor's or Master's degree programme is divided into thematically related modules (including the Bachelor's or Master's thesis). ²Modules usually consist of two to four courses that build on each other or refer to each other or are related in content (e.g. introductory, in-depth and application course), which together teach a specific competence. ³As a rule, one course and/or one examination achievement is assigned to the modules.
- (2) ¹Credit points are awarded according to the ECTS (European Credit Transfer System) for successfully completed study and examination achievements. ²The number of credit points (LP/CP) is a measure of the workload associated with an individual module. ³The average working hours spent by students on the corresponding module for attendance, preparation and follow-up as well as the preparation of examinations are taken as a basis. ⁴The awarding of credit points

requires that students have successfully completed the examinations assigned to the module.

- (3) ¹One credit point corresponds to 30 hours of work. ²The assumption is 1,800 hours of work per year or 60 credit points in an academic year, i.e. 30 credit points per semester. ³The programme has to be organized in such a way that students can generally acquire 30 credit points per semester.
- (4) Insofar as part-time study is permitted in suitable degree programmes, the courses offered have to be organized in such a way that, as a rule, half of the credit points provided for in the according Examination Regulation can be earned per semester—or, in exceptional cases, half of the credit points provided for in the Examination Regulations can be earned per academic year.

§ 4 Examination Board

- (1) ¹For the organization of examinations and for the performance of the tasks assigned by these Examination Regulations, in each case an Examination Board is formed from members of a faculty, which is responsible for one or more degree programmes in accordance with the specifications of the faculty. ²The Examination Board is the authority for examination matters within the meaning of §4 (4) of the Basic Regulations. ³An Examination Board consists of three members of the professors' group and one member each of the staff and student groups, who, like their permanent representatives, are elected by the respective group representatives in the faculty council. ⁴Those elected need not be from the faculty council. ⁵The chairperson and the deputy must be members of the university teaching group. ⁶If several faculties are responsible for a degree programme, regulations deviating from sentences 1 and 2 can be made in the Special Parts of the Examination Regulations.
- (2) ¹The Examination Board ensures that examinations are conducted, examination dates are set and examinations are held for the (partial) examinations assigned to a degree programme at least twice a year, as a rule once per semester. ²Sentence 1 does not apply to examinations that must be taken in connection with a course; such courses should be offered at least once a year. ³If the variety of courses offered changes, the Examination Board shall attempt to set up the scheduled repeat options for examinations. ⁴If it is no longer possible to take a particular examination, an attempt will be made to offer a comparable examination as an alternative. ⁵The Examination Board ensures that the provisions of the Lower Saxony Higher Education Act (Niedersächsisches Hochschulgesetz—NHG) and these Examination Regulations, together with the Special Part pertaining thereto, are complied with. ⁶The Examination Board reports to the faculty on the development of examination and study periods as well as on the distribution of grades. ⁷The Examination Board or the institution appointed by it maintains the examination file.

- (3) ¹The Examination Board adopts its resolutions by a majority of the valid votes cast; abstentions have to be regarded as votes not cast. ²In the event of a tie, the chairperson has the casting vote. ³The student member has only an advisory vote in the evaluation and recognition of examination and study achievements. ⁴The Examination Board constitutes a quorum if a majority of its members, including the chairperson or vice-chairperson and one other member of the university teaching staff, are present.
- (4) The term of office of the members of the Examination Board is two years, that of the student member one year.
- (5) ¹The Examination Board may adopt rules of procedure ²If the Examination Board has not adopted rules of procedure, the rules of procedure of the Senate apply as a substitute. ³Minutes are kept of the meetings of the Examination Board, in which the main items discussed and the resolutions adopted by the Examination Board have to be recorded.
- (6) ¹The Examination Board may revocably delegate powers to the chair and vice-chair. ²The chairperson prepares and executes the decisions of the Examination Board. ³She or he reports on this activity to the Examination Board. ⁴Decisions and notifications are signed by the chairperson on behalf of the Examination Board. ⁵If the Examination Board has not adopted rules of procedure, the Examination Board decides by circular resolution in urgent cases. ⁶Sentence 1 remains unaffected.
- (7) The members of the Examination Board have the right to be present at examinations, also when the grades are being discussed.
- (8) ¹The meetings of the Examination Board are not open to the public, even if the rules of procedure of the Senate apply. ²The Examination Board may call in advisors and hear affected parties. ³The members of the Examination Board and their acting representatives are subject to official secrecy. ⁴If they are not in public service, they have to be sworn to secrecy by the chairperson. ⁵This obligation to maintain secrecy has to be kept in the records.
- (9) The responsibilities of the Dean of Studies pursuant to §45 (2) NHG remain unaffected.

§ 5

Examiners and Assessors

- (1) ¹The Examination Board appoints the examiners and, in the case of oral examinations, also the assessors. ²The Examination Board can delegate the appointment of the assessors to the examiners. ³Members and affiliates of this university or of another university who are authorized to teach independently in the relevant academic subject or in a sub-subject of the academic subject are appointed to administer examinations. ⁴Teachers for special tasks of this or another university as well as persons experienced in science, in professional practice or in teaching, may be appointed to administer examinations in suitable examination areas. ⁵Only persons may be appointed as examiners and assessors

who themselves possess at least the qualification to be determined by the examination or an equivalent qualification.

- (2) ¹Students may propose examiners for administering examinations. ²The suggestion does not constitute a claim. ³However, it is supposed to be complied with unless there are important reasons for not doing so, in particular an unreasonable burden on the examiners. ⁴Deviations and specifications for exercising the right of proposal are possible in accordance with the Special Parts of the Examination Regulations.
- (3) If examinations are to be taken during the course of study which relate to the content of a module or which are to be taken within the framework of a module, the person responsible for the module and/or the associated courses is deemed to be the appointed examiner.
- (4) ¹In the case of supplementary oral examinations, a second examiner is appointed by the first examiner in accordance with the criteria of paragraph (1) and taking into account paragraph (2), and is thereby deemed to have been appointed. ²For oral supplementary examinations, at least one of the examiners must be a member of TU Braunschweig and authorized to teach independently.
- (5) ¹The examiners and the assessors are subject to official secrecy. ²If they are not in public service, they have to be sworn to secrecy by the chairperson.

§ 6

Recognition of Study and Examination Achievements as well as Non-University Competencies

- (1) ¹At the request of the student, examination or study achievements that were completed at a German university in the same or a related degree programme, including state-recognized distance learning programmes, prior to the start of the degree programme shall be recognized by the responsible Examination Board with the credit points provided for this purpose at TU Braunschweig without a special equivalency examination in accordance with the Examination Regulations. ²The determination whether a degree programme is related is made by the relevant Examination Board.
- (2) ¹Unsuccessful attempts to take an examination in the same degree programme at another university or equivalent institution of higher education in the Federal Republic of Germany (change of institution) are counted towards free attempts and repetition opportunities. ²When registering for the examination, students are obliged to point out any attempts they have already made; if they fail to do so, the repeated examination performance is deemed to have been graded as "non-sufficient" in accordance with §11 (4) p. 1.
- (3) Examination or study achievements which have been obtained in other study programmes or at a foreign university of a contracting state of the Convention on

the Recognition of Qualifications concerning Higher Education in the European Region [Übereinkommen über die Anerkennung von Qualifikationen im Hochschulbereich in der europäischen Region] of 11 April 1997 (BGBl [Bundesgesetzblatt—Federal Law Gazette]. 2007 II p. 712 ff.) will be recognized by the responsible Examination Board upon application of the student and credited with the credit points provided for this purpose at TU Braunschweig, if there is no significant difference in content with regard to acquired competencies.

- (4) Study or examination achievements obtained at a higher education institution outside the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 (BGBl. 2007 II p. 712 ff.) as well as competences acquired outside the higher education institution shall, upon application by the student, be recognized for one or more modules, examination or study achievements if the competencies, when considered as a whole, essentially correspond to each other in content, scope and level (equivalence).
- (5) Competencies acquired outside of the university can replace a maximum of 50% of the credit points awarded in a degree programme.
- (6) ¹Recognition for an examination achievement can no longer be applied for in the relevant degree programme if an examination attempt has already been made for this examination achievement in the relevant degree programme at TU Braunschweig—also within the meaning of §11 (2). ²Deviating regulations can be laid down in the Special Parts of the Examination Regulations.
- (7) ¹The Special Parts of the Examination Regulations may stipulate that the recognition of a failed attempt in all degree programmes has to be made without an application if the module or examination or coursework is identical. ²Identity exists if the qualification objectives are almost identical.
- (8) ¹Theses always have to be completed at TU Braunschweig. ²Exceptions can be granted if, for example, the thesis can be completed as part of a joint degree programme or a double-degree programme or due to another arrangement with an academic institution other than TU Braunschweig. ³The Examination Board is responsible for the decision.
- (9) ¹If a module is completed at another university after the start of studies—also in the context of a guest auditorship—this will be recognized contrary to paragraph 6 if the Examination Board has been informed beforehand, e.g. by means of a learning agreement, and the board has given its consent to the recognition. ²Consent has to be given if recognition is possible according to these Examination Regulations. ³In this case, a failed attempt also has to be credited. ⁴Different regulations can be made in the Special Parts of the Examination Regulations.
- (10) ¹Without prejudice to its other competences, the respective Examination Board may also determine, by general decree, course achievements, examination achievements or extracurricular competencies to be recognized for certain

achievements in a degree programme. ²This general decree has to be announced in TU Braunschweig's Official Journal.

- (11) ¹Additional examinations in the form of coursework and examination achievements can be recognized in accordance with §18 up to a maximum of 36 LP/CP on application. ²A recognized achievement cannot be subsequently replaced by an additional examination.
- (12) If a performance is not recognized, the burden of proof lies with the university, insofar as the student provides the Examination Board with sufficient information for assessment (duty to inform).
- (13) As a rule, the Examination Board decides on the recognition within six weeks.
- (14) ¹Study performances, examinations or equivalent achievements that were necessary to be granted access to the degree programme cannot be recognized. ²Different regulations can be made in the Special Parts of the Examination Regulations.
- (15) ¹If assessed coursework and examinations are recognized, the grades will be accepted insofar as the grading systems are comparable and included in the calculation of the overall grade. ²In the case of non-comparable grading systems or if a non-graded performance is recognized as a performance to be graded, the remark "passed" is included. ³The recognition has to be marked on the transcript.
- (16) Insofar as assessed coursework or examination achievements are recognized according to this regulation, the recognition regularly concerns the module which contains the coursework or examination achievements.
- (17) Grade improvements for recognized achievements are not possible.

§ 7

Registration for and Admission to Examinations

- (1) Admission to the individual examinations as well as to the Bachelor's or Master's thesis is granted to those who
 - 1. are enrolled in the relevant degree programme or—if there is sufficient capacity—in another degree programme at Technische Universität Braunschweig in the semester in which they register for the examination and
 - 2. fulfill the admission requirements regulated in the Special Parts of the Examination Regulations.
- (2) Unless the Special Parts of the Examination Regulations contain other provisions, the following procedure applies for registration and admission to examinations:
 - 1. Admission to the individual examination has to be applied for by submitting a written or electronic application to the Examination Board or the institutions appointed by it within the specified period.

2. Admission to an examination is deemed to have been granted to those who have registered for the examination within the set time limit, enclosing any required supporting documents. Notification will only be given if admission has to be refused.
 3. Deadlines set for registration for examinations may be extended or retroactively extended by the Examination Board if there are valid reasons for doing so, in particular if it would be unreasonable to allow the legal consequence of the expiry of the deadline to continue.
 4. The Examination Board or the institution appointed by it determines the admission or non-admission to the examination. The Examination Board regulates in which form and at which locations the announcement of the examination dates, registration periods and periods for applications to change the language of the examination as well as the notification of the refusal of admission and the announcement of the examination results is made.
 5. In the case of written work, the examinee expressly declares her or his consent to the plagiarism check in the sense of Annex 4 when registering for the examination.
- (3) ¹Admission to the examination has to be denied if:
- a. the requirements under paragraph (1) are not met or
 - b. the documents are incomplete or
 - c. the Bachelor's or Master's examination has definitively been failed in the same degree programme in the Federal Republic of Germany or
 - d. the examination procedure has not been properly completed or
 - e. an examination claim no longer exists.

²In the case of letter c., the Examination Board has to determine the final failure in the relevant degree programme and arrange for termination of enrollment in accordance with §19 (6) Sentence 2, No. 2 letter b NHG (Niedersächsisches Hochschulgesetz—Lower Saxony Higher Education Act). ³§13 (5) sentence 2 has to be taken into account accordingly.

§ 8

Consultations, Mentoring System

- (1) ¹The Special Parts of the Examination Regulations may stipulate that students have to attend one or more mandatory counseling sessions. ²Students may also be assigned individual mentors.
- (2) ¹Students who have not earned at least 30 credit points after the second semester are required to attend a counseling session. ²Admission to further studies and examinations requires proof of participation in the counseling interview. ³Supplementary or deviating regulations can be made in the Special Parts of the Examination Regulations.

§ 9

Structures of Examinations, Types of Coursework and Examinations

(1) ¹The Bachelor's or Master's examination in each case consists of the examinations and the final thesis. ²Examinations consist of one or more course and/or examination performances in an examination subject or an interdisciplinary examination area. ³The examinations take place during the course of study. ⁴Taking an exam requires enrollment or, in the case of guest auditors, registration at the time of the exam. ⁵If required by the assignment, students will be supervised while working on their task. ⁶Examination achievements may be obtained through the following types of coursework or examination work (types of examination), among others:

1. Written examination (§ 9a), incl. tasks in the answer-choice-method,
2. Oral examination (§ 9b),
3. Term paper (§ 9c),
4. Take-home-examination (§ 9d), incl. tasks in the answer-choice-method,
5. Design Project (§ 9e),
6. Presentation (§ 9f),
7. Creation and documentation of a computer or software program (§ 9g),
8. Experimental work (§ 9h),
9. Portfolio (§ 9i)
10. Written examination+ (§ 9j), incl. tasks in the answer-choice-method,
11. Oral examination+ (§ 9k,)
12. Study research project (§9l),
13. Internship (§ 9m),
14. Practical exercise (§ 9n) and
15. Oral presentation (§ 9o)

⁷The Special Parts of the Examination Regulations may provide for other types of examinations, insofar as the different subject cultures require this, in particular in order to be able to check the acquisition of competences assigned to the individual modules in an adequate form. ⁸In contrast to examinations, coursework can be repeated without restriction and is not included in the calculation of the grade, except for the examination types written examination+ and oral examination+ (§ 9j and § 9k).

(2) ¹The Special Parts of the Examination Regulations list the examinations assigned to the individual modules as well as their type and scope and the qualification objectives. ²The contents of the examination and the competencies to be tested result from the qualification objectives that are to be derived from the professional

requirements, which may be used as an alternative. ³If different examination types are specified as alternatives in the Special Parts of the Examination Regulations, students have to be informed of the chosen examination type during the first three courses of the respective current lecture period via the learning management system used or by means of a notice or on the website of the institute of the examiner. ⁴In the case of the examination types written examination (§ 9a) or take-home examination (§ 9d), in deviation from sentence 3, a change of the examination type between these two examination types can still be made two weeks before the examination, provided that there is equivalence of the competencies to be examined. ⁵Unless otherwise specified in the Special Parts of the Examination Regulations, the choice of the form of examination (in presence or electronically) intended for the respective examination can be made both by the Examination Board and—in the case of examinations during the course of study—by the examiner; paragraph 4 applies accordingly. ⁶In the case of electronic examinations, it will be examined upon request whether, taking into account existing or already exhausted capacities and resources, the possibility can be created to take the examinations simultaneously on university premises. ⁷The request has to be submitted informally to the Examination Board. ⁸Appropriate types of examinations may be permitted in the form of group work. ⁹The contribution of the individual examinee to be evaluated must fulfill the requirements to be placed on the examination or study performance and must be clearly distinguishable and assessable in its own right as an individual performance on the basis of the specification of paragraphs, page numbers or other objective criteria.

- (3) ¹Examinations that are suitable for this purpose may also be conducted in electronic form as a matter of principle. ²The following general conditions have to be taken into account:
1. When conducting examinations in electronic form, the identity of the examinees and the integrity and authenticity of the examination has to be ensured.
 2. The examinees are to be informed separately about it
 - a) that personal data are collected, how they are collected and when they are deleted and
 - b) what technical requirements have to be met for the proper conduct of the examination.
 3. Any software required has to be available to participants free of charge, as a secure download and not requiring excessive resources. The aim is to create an opportunity for examinees to try out the examination situation in terms of technology, equipment and spatial environment preliminary to the examination. Technical malfunctions must not be at the expense of the participants. However, these are obliged to report technical faults immediately.
 4. If the image or sound transmission is temporarily disrupted during an oral examination, the examination will be continued after the disruption has been remedied.

5. In the event of premature termination of the examination due to a technical malfunction or more than a minor nature, the examination performance will not be assessed and the examination will be deemed not to have been taken. If the examinee has caused the technical malfunction intentionally, the examination attempt can be assessed as failed.
6. In the context of an examination in electronic form, personal data may be collected and processed insofar as this is necessary for the proper conduct of the examination. This is especially true for purposes of ensuring the identity of the examinee and the integrity and authenticity of the examination by way of supervision. Before the start of the test, the identity check is carried out with the help of a suitable and valid legitimization document with a photograph. Storage of the data processed in connection with the identity check beyond a technically necessary intermediate storage is not permitted. Personal data from intermediate storage have to be deleted immediately.
7. In order to prevent cheating during examinations in electronic form, examinees are required to activate the camera and, upon request, the microphone function of the communication equipment used for the examination (video supervision). Moreover, video surveillance has to be set up in such a way that the protection of personality and privacy of the persons concerned is not restricted more than is necessary for the justified purposes of surveillance. Room monitoring independent of suspicion is not permitted. Video supervision is carried out by supervisory staff of TU Braunschweig. There is no automated analysis of image or sound data from video surveillance, nor is there any recording of the examination or other storage of image or sound data.
8. It is imperative that the data protection concerns of the examinees are observed. Data protection and personal rights may not be violated. ³The data protection regulations as well as the regulations according to §7 (4) NHG [Niedersächsisches Hochschulgesetz—Lower Saxony Higher Education Act] for the purposes
 - a) ensuring data protection,
 - b) ensuring the personal performance of the examinees during the entire duration of the examination,
 - c) unambiguously authenticating the examinees,
 - d) preventing acts of deception, and
 - e) dealing with technical problemsare complied with by TU Braunschweig.

- (4) ¹Only an original paper may be submitted as a written performance, i.e. a self-written paper that has not yet been presented in another examination. ²Together with the written work, the student has to submit a written assurance that the written work (in the case of group work, the correspondingly marked part) has been written independently, has not yet been presented in the context of other examinations,

and that no sources and aids other than those approved or indicated have been used. ³§14 (6) sentences 2 to 3 apply accordingly. ⁴The written work has to be in German or, in consultation with the examiner according to §2 (3), in English or another language. ⁵The task for the exam is determined by the examiner(s). ⁶If they cannot reach an agreement, the Examination Board determines the task. ⁷The examinee may be given the opportunity to make suggestions for the task. ⁸The examiner has to justify the evaluation of written work (including final papers) in writing with reference to the aspects that are decisive for the result.

- (5) The respective form of examination pursuant to paragraph 6 sentence 2 is announced in a suitable manner by the examiner or an authorized representative no later than two weeks prior to the examination.
- (6) ¹At the beginning of each semester, the Examination Board determines the dates for the oral examinations, written examinations and other types of examinations as well as the dates for issuing and submitting the other scheduled examinations. ²The Examination Board informs the students in good time of the form (in presence or electronically), taking into consideration paragraph 5, type (of examination) and number of performances to be rendered and their respective dates and deadlines. ³The Examination Board can transfer tasks according to sentences 1 and 2 to the examiners.
- (7) ¹Students who, due to a disability or (chronic) illness, are unable to take an examination or several examinations in whole or in part in the manner provided for will receive compensation for these disadvantages subject to the further requirements of this paragraph. ²A corresponding request for compensation for a disadvantage has to be submitted to the responsible Examination Board, enclosing suitable evidence of the impairment, usually up to six weeks before the examination date. ³The Examination Board decides on any compensation for disadvantages. ⁴It has to be ensured that the examination performance to be rendered is equivalent. ⁵Compensation for a disadvantage cannot be granted if it conflicts with the purpose of the examination. ⁶Any arrangement made for the execution of the examination can be taken into consideration that is suitable, appropriate and feasible to compensate for the disadvantage, such as:
- Adjustment of conditions as space and time.
 - Provision or admission of (technical) aids and assisting persons.
 - Substitution of the type or form of examination.

⁷Measures that affect the student's obligations arising from the examination relationship, such as the registration, deregistration and withdrawal procedures, are precluded. ⁸If there is evidence of other important reasons (for example, bringing up children and caring for dependents), in particular in cases of maternity protection law and parental leave, the same procedure needs to be followed. ⁹The processing period of the Bachelor's or Master's thesis cannot be interrupted by parental leave. ¹⁰Instead, the work assignment is deemed not to have been issued.

¹The examinee may re-apply for the thesis and will be given a new topic. ²§14 (5) sentence 3 remains unaffected by this provision.

- (8) ¹Special Parts of the Examination Regulations may stipulate that certain examinations may only be taken after other examinations to be specified in the Special Parts of the Examination Regulations have been successfully completed. ²§ 14 (9) remains unaffected.

§ 9a

Written Examination

¹In a written examination, the examinee is expected to demonstrate that she or he can recognize a problem and find ways to a solution in a limited time, with limited aids and under supervision using the common methods of the subject. ²Further details, in particular regarding the time available for tasks, are regulated in the Special Parts of the Examination Regulations. ³For answer/choice procedures, the regulations in Annex 5 apply.

§ 9b

Oral Examination

¹The oral examination takes place—according to the specifications of the subjects or the examiners—as a rule before two examiners (collegial examination) or one examiner and one expert assessor as an individual examination or as a group examination for up to five students at the same time. ²The assessor has to be heard before the grade is determined. ³The essential objects of the examination, the evaluation and the supporting considerations of the evaluation decision have to be recorded in a protocol. ⁴It has to be signed by the examiners or the examiner and the assessor. ⁵In deviation from sentence 1, the last repeat examination, the failure of which would result in the final failure and thus the termination of the degree programme, is always conducted by two examiners.

§ 9c

Term Paper

¹A term paper is an independent written work—if applicable also with programming parts—on a subject-specific or interdisciplinary task. ²In suitable cases, the solutions worked out may be explained orally—if appropriate also in a presentation— in a manner typical of the professional activity.

§ 9d

Take-Home-Examination

¹A take-home exam is a term paper in which the examinee can identify the problems posed in the assignment and find ways to solve them in a limited amount of time (72 hours

maximum) using the common methods of the subject. ²The regulations in Annex 5 apply to answer-choice procedures.

§ 9e Design Project

¹A draft comprises the processing of a subject-specific or interdisciplinary task in conceptual and constructive terms with special consideration of planning aspects. ²Der An architectural draft also includes the comprehension and analytical clarification of a subject-specific or interdisciplinary task of architecture as well as the presentation of an adequate solution based on this. ³The drafting task may include presenting the results of the work and justifying them in a discussion. ⁴Further details, in particular with regard to the type, scope and processing time of the architectural draft, are regulated in the corresponding Special Part of the Examination Regulations.

§ 9f Presentation

¹A presentation comprises:

1. An independent—usually written—discussion of a problem with the inclusion and evaluation of relevant literature.
2. The presentation and communication of the results in an oral presentation as well as in a subsequent discussion.

²In the absence of a written report, a record has to be made containing the main points of the evaluation and the main considerations of the evaluation decision.

§ 9g Creation and Documentation of a Computer or Software Program

¹The creation and documentation of computer programs usually includes

1. The description of the task and its delimitation.
2. The development of theoretical prerequisites for completing the task, in particular selecting suitable methods with inclusion and evaluation of relevant literature.
3. Formulation of the algorithms used in a suitable programming language.
4. Testing the program with several exemplary data sets and checking the results for correctness.
5. Program documentation, in particular with indication of the methods used, the flowchart, the program protocol (source program) and the results protocol.

²A software internship comprises the sequence of several programming tasks in the form of the creation and documentation of computer or software programs, each with

independent preparation, implementation, testing, documentation and oral explanation (colloquium).

§ 9h Experimental Work

An experimental work comprises the theoretical preparation, the set-up and the execution of an experiment as well as the written presentation of the work steps, the experimental procedure and the results of the experiment and their critical appraisal.

§ 9i Portfolio

¹A portfolio comprises:

1. A module portfolio (Leistungsmappe) compiled independently by the student, in which she or he presents and reflects on the results and competencies achieved in the module, either in paper-based or electronic form; as well as, if applicable
2. A Discussion of this portfolio with one examiner and one expert assessor as an individual examination or group examination with up to five students at a time.

²In deviation from number 2, the portfolio examination can also be completed with a written exam instead of the discussion. ³If applicable, separate registration and deregistration deadlines for this variant of the portfolio examination will be announced in an appropriate manner.

§ 9j Written Examination+

¹A written examination+ (Klausur+) is an examination within the meaning of §9a in which, at the request of the student, the result of a graded or ungraded piece of coursework is included in the result of the examination by up to 50%. ²The course work, which is to be determined in the Special Parts of the Examination Regulations for the same module, needs to be taken before the written examination. ³For answer-choice procedures in the context of the written examination, the regulations of Annex 5 apply. ⁴In particular the percentage of the total grade or overall assessment for the respective written examination as well as the time of application have to be specified in the Special Parts of the Examination Regulations.

§ 9k Oral Examination+

¹An oral examination+ is an oral exam in the sense of § 9b, in which, at the request of the student, the result of a graded or ungraded coursework is included in the result of the exam by up to 50%. ²The course work, which is to be specified in the Special Parts of the Examination Regulations for the same module, has to be taken before the oral examination.

³In the Special Parts of the Examination Regulations, in particular, the percentage of the overall grade or overall assessment for the respective oral examination as well as the time of application have to be specified.

§ 9l Study Research Project

¹By the study research project, the ability to develop, enforce and present concepts is demonstrated. ²The examinee is expected to show that she or he is able to define goals and develop interdisciplinary solutions and concepts for a larger task. ³A study research project has to be prepared in written form and presented in an oral presentation to the examiner. ⁴The scope of the credit points of the study research project is defined in the respective module manual. ⁵The study research project can also be carried out in the form of group work in accordance with §9 (2) sentence 5. ⁶The duration of the study research project is usually three months. ⁷The topic can be returned only once and only within the first third of the processing time. ⁸An extension of the duration of the study research project is possible upon request of the student, if the reasons for this are not the responsibility of the student. ⁹The extension has to be kept on file. ¹⁰If the processing time is exceeded without approval, the work is to be graded as "non-sufficient".

§ 9m Internship

¹Through internships, the student is expected to demonstrate the ability to analyze practical problems and develop efficient solutions in a limited amount of time. ²It is also intended to determine whether the student can apply the techniques taught in the course of study. ³They serve to practically implement and deepen the acquired knowledge. ⁴Specific tasks have to be completed individually or in group work. ⁵The Special Parts of the Examination Regulations or special internship guidelines may provide for other forms, for example school or company internships. ⁶The presentation of the results of the internship, e.g. report, protocol or colloquium, can also be regulated.

§ 9n Practical Exercise

¹Examinations may also consist of the presentation of subject-specific activities, for example, in the theater, in sports, in music, etc. ²Further details are set out in the relevant Special Parts of the Examination Regulations.

§ 9o Oral Presentation

¹Presentations are oral examinations according to § 9b. ²An oral presentation comprises a lecture of usually 20 minutes on the topic to be covered and a subsequent scientific discussion of the topic of the lecture with the character of an examination. ³In both the lecture and the scientific discussion, the examinee has to demonstrate that she or he has acquired the ability to deal independently with problem-related issues from the field of the

chosen discipline on a scientific basis and to deepen the results of her or his work. ⁴An oral presentation may be delivered as part of a seminar.

§ 10

Public Character of Oral Examinations

¹Students who are about to take the same examination, as well as other members of the university who claim a legitimate interest of their own, are to be admitted as listeners to oral examinations (§ 9b) as well as oral examinations+ (§ 9k). ²At the examinee's request, the Equal Opportunities Officer may also attend the examinations as an audience member. ³This does not extend to the consultation and announcement of the examination result to the examinee. ⁴At the request of an examinee, the audience has to be excluded in accordance with sentence 1. ⁵Requests according to sentences 2 and 4 are to be addressed to the examiner(s).

§ 11

Withdrawal, Absence, Deception, Breach of Regulations

- (1) ¹Unless otherwise stipulated in the Special Parts of the Examination Regulations, students may withdraw their registration for the examination without giving reasons up to one week before the date of the examination or the issue of the topic or task. ²In the case of written examinations, registration has to be withdrawn by the end of the penultimate working day before the date of the examination. ³Unless otherwise regulated in the Special Parts of the Examination Regulations or at the start of the course other withdrawal deadlines have been announced in accordance with §9 (2) sentence 3, 2nd half-sentence, withdrawal from a portfolio examination is possible up to one week prior to the submission of the module portfolio. ⁴The withdrawal has to be declared in writing or electronically to the institution that was responsible for the registration.
- (2) ¹An examination is deemed to have been graded "nicht ausreichend/non-sufficient" (5.0) if the examinee, without good reason
1. Is not present at examination.
 2. Withdraws from examination after the beginning of the examination or after the period allowed for withdrawal.
 3. Fails to take an examination according to §§9 to 9o or fails to complete the final thesis within the submission deadline specified, or
 4. Fails to meet a deadline set for registration or for taking the repetition of the examination.
- ²Sentence 1 also applies if this results in the examinee's final failure.
- (3) ¹The reasons asserted for the withdrawal or failure to attend have to be reported in writing without delay to the Examination Board or to the institutions appointed by it—unless the Special Parts of the Examination Regulations contain other

provisions to this point—and have to be made credible; otherwise, the examination in question is deemed to have been graded "nicht ausreichend/non-sufficient" (5.0). ²A disenrollment and a leave of absence as such are not valid reasons. ³In the event of an illness, a medical certificate—or in individual cases, in particular in the case of repeated notifications of illness at the request of the Examination Board, a certificate from a medical specialist, a psychologist or a psychotherapist, which has to be significant enough to enable the Examination Board to determine the cause, degree, nature and, if applicable, duration of the impairment, has to be submitted. ⁴The student's illness is equivalent to the illness of a child for whom she or he is primarily responsible in sole care. ⁵This also applies in the case of illness of a close relative of the student who is in need of care according to a medical certificate, if the student proves officially, i.e. by a document issued by an official institution, that she or he is entrusted with the care of the close relative. ⁶If the reasons are accepted, a new date, usually the next regular examination date, will be scheduled. ⁷If in the case of an examination the submission date could not be met for valid reasons, the submission date may be postponed. ⁸As a rule, the submission date can be postponed by up to six weeks—unless shorter deadlines are specified in the Special Parts of the Examination Regulations. ⁹After that, a new topic usually has to be set in case of a longer illness.

- (4) ¹If examinees attempt to influence the result of their coursework or examination performance through deception or the use of unauthorized aids or knowingly aid and abet deception or attempted deception, the coursework or examination performance in question will be deemed to have been assessed as "nicht bestanden/failed" or "nicht ausreichend/non-sufficient". ²Even the carrying of a device suitable for deceptive purposes in the examination room is considered deception. ³Before the start of the examination, the examiner will announce what aids are permitted and what procedures will be followed for aids suitable for cheating. ⁴In particularly serious cases, the Examination Board may also determine that the student has definitively failed the examination or the coursework and has thus failed in the degree programme; even if the examiner should have been responsible for the determination according to sentence 1. ⁵A particularly serious case is deemed to exist in particular in the case of plagiarism, use of unauthorized electronic aids, also for communication during the examination, in the case of organized collaboration between at least two persons and in the case of repeated cases. ⁶An examinee who disrupts the proper conduct of the examination may be excluded from continuing the examination by the respective examiner or supervising person; in this case, the examination in question is deemed to have been graded as "nicht ausreichend/non-sufficient" or "nicht bestanden/failed". ⁷The examinee who is suspected of deception according to sentence 1 may continue the examination after the means of deception has been handed over. ⁸The means of deception may be confiscated until the conclusion of the proceedings. ⁹The means of deception will be returned at the latest when the decision becomes final.

§ 12

Assessment of Coursework or Examination Achievements as Well as Determination of Individual and Module Grades

(1) ¹The individual coursework or examination performance is graded by the respective examiner or, if the examination performance is to be graded by two examiners, by both examiners. ²The results of written examinations are generally to be announced no later than four weeks after the submission of the respective examination.

(2) ¹The following grades have to be used for the evaluation of the examination performances:

1 = excellent = a particularly outstanding performance

2 = good = a performance significantly above the average requirements

3 = satisfactory = a performance that meets average requirements in all respects

4 = sufficient = a performance that, despite its shortcomings, meets the minimum requirements

5 = non-sufficient = a performance that does not meet the requirements due to significant deficiencies

²The grade numbers can be increased or decreased by 0.3 for differentiated assessment and have to be used in this form to calculate the overall grade. ³The grades 0.7; 4.3; 4.7; 5.3 are excluded. ⁴Coursework achievements can be graded according to sentence 1 or assessed as passed/failed. ⁵Grades for coursework are not taken into account when calculating the overall grade, except for the examination type written examination+ and oral examination+. ⁶When calculating grades for examinations that are graded by more than one examiner, the final grade may also have smaller gradations than 0.3 (see paragraph 3, sentence 4). ⁷When announcing the results by means of posting, the examinee must know from when, how long and where the posting will take place. ⁸The minimum posting period is one month. ⁹In the event of a final fail, a written announcement with instructions on how to appeal has to be made.

(3) ¹As a rule, a module is completed with a coursework and/or an examination performance. ²An examination is passed if it has been evaluated with at least "sufficient" or "passed". ³If an examination is evaluated by two examiners, it is passed if both evaluate the performance with at least "sufficient" or "passed". ⁴The grade of a passed examination is calculated from the average of the individual grades determined by the examiners. ⁵The justification for the assessment decision, together with the considerations on which it is based, has to be communicated to the student in writing at the student's request, unless it is given at the same time as the assessment. ⁶The justification has to be included in the examination file together with the examination paper.

- (4) ¹When calculating the grade in accordance with paragraph (3) sentence 4, only the first decimal place after the decimal point is taken into account; all other places are deleted without rounding. ²The grade is:
- At an average up to and including 1.5 "sehr gut/excellent"
- At an average of 1.6 to 2.5 "gut/good"
- At an average of 2.6 to 3.5 "befriedigend/satisfactory"
- At an average of 3.6 to 4.0 "ausreichend/sufficient"
- At an average of 4.1 or higher "nicht ausreichend/non-sufficient"
- (5) ¹If a examinee has taken part in an examination although she or he no longer had the opportunity to repeat the examination, the result of the examination is not assessed. ²The same applies, as a rule, if a examinee has taken part in an examination although she or he was not admitted.
- (6) ¹An examination is passed if it has been assessed with at least "sufficient" or "passed". ²If, exceptionally, the examination consists of several examination and/or coursework performances, the examination is passed if each examination or coursework performance has been evaluated with at least "sufficient" or "passed", unless the Special Parts of the Examination Regulations individually specify for certain examinations that examination performances evaluated with "insufficient" are compensated by other better evaluated performances. ³The grade of the module is calculated—unless otherwise specified in the Special Parts of the Examination Regulations—from the average of the grades for the individual examinations, weighted according to credit points. ⁴Paragraph (2) sentence 6 applies accordingly. ⁵Modules that are completed with an item of coursework are disregarded in the calculation of the final grade.

§ 13

Free Attempt, Repetition of Examinations

- (1) ¹Examinations that have not been passed for the first time may be repeated twice. ²After passing, no repetition is possible unless it was a free attempt according to paragraph (2).
- (2) ¹If the first attempt is taken within the standard period of study, it is considered a free attempt. ²A free attempt means that the exam can be repeated once at the latest at the end of the next but one semester, even though the student has passed the exam, in order to improve her or his grade; the better result counts in this case. ³Reasons which justify a withdrawal from an examination according to §11 (3) only lead to an extension of the period in which an examination can be taken as a free attempt upon application. ⁴A grade improvement is ruled out for an examination graded 1.0. ⁵A second free attempt of the same examination is excluded. ⁶The aforementioned free attempt regulations do not exist for the production of a term, bachelor or master thesis.

- (3) After achieving the credit points necessary to pass the degree programme, a student is only entitled to repeat a passed examination if the intention to improve has been communicated to the Examination Office within two weeks of achieving the necessary credit points.
- (4) If the free attempt was not taken in a compulsory area, a change of the examination subject—unless otherwise provided in the Special Parts of the Examination Regulations—is possible until the end of the semester after the next. ²The Special Parts of the Examination Regulations may also stipulate that outside the standard period of study, in a maximum of three cases, examinations in elective or compulsory elective subjects that have not been passed at the first attempt do not have to be repeated. ³In both cases, this has to be communicated to the Examination Board by the examinee.
- (5) ¹If the examination performance is again assessed as "non-sufficient" in the last attempt or is deemed to have been assessed as "non-sufficient", the Bachelor's or Master's examination is definitively failed. ²For degree programmes consisting of several sub-degree programmes, the assessment of the examination performance in the last attempt according to sentence 1 only leads to the final failure of the corresponding sub-degree programme. ³If this repeat examination is a written examination (Klausur) or a written examination+ (Klausur+), the grade "non-sufficient" may only be awarded after an oral supplementary examination. ⁴This supplementary oral examination is administered by two examiners; in all other respects, §9b applies mutatis mutandis. ⁵The examiners determine the grade of the repeat examination, which can only be "sufficient" or "non-sufficient", taking due account of the written performance and the result of the supplementary oral examination. ⁶The oral supplementary examination is excluded if the written examination performance is deemed to have been assessed as "non-sufficient" in accordance with §11 (2) or (4). ⁷The examinee has to arrange a date for the oral supplementary examination with the examiner within one month of the announcement of the grade of the written performance and notify the Examination Board or the institution appointed by it. ⁸The date of the oral supplementary examination shall be set by the examiner so that it has taken place no later than two months after the grades of the written performance have been announced. ⁹Subject to other regulations in the individual Special Parts of the Examination Regulations, the duration of the oral supplementary examination is generally between 15 and 45 minutes; a total duration of 90 minutes should not be exceeded. ¹⁰The examinee shall be allowed to view the failed exam before the examination date. ¹¹If the examination date is not communicated to the Examination Board by the examinee within the one-month period, the examinee will be assigned a date for the supplementary oral examination by the Examination Board. ¹²The Special Parts of the Examination Regulations may contain deviating regulations regarding the procedure. ¹³If the examinee does not appear for the examination or has withdrawn from university, the oral supplementary examination and thus the entire examination will be assessed with the grade 5.0 in accordance with §11 (2) and

will result in final failure in the degree programme in accordance with §16 (3). ¹⁴If there are valid reasons in accordance with §11 (3), the Examination Board may extend the deadline in individual cases. ¹⁵These reasons have to be presented in writing to the Examination Board without delay.

- (6) The procedural regulations for examinations also apply to repeat examinations, provided that no deviating regulations exist in the Special Parts of the Examination Regulations.

§ 14

Bachelor's and Master's Thesis

- (1) ¹The bachelor's or master's thesis shall demonstrate that the examinee is able to work independently on a problem from the chosen subject area using scientific methods within a specified period of time. ²The topic and task of the paper have to correspond to the purpose of the examination (§2) and the time allowed for completion in accordance with paragraph (5). ³The nature of the task and the assignment have to be fixed with the issue of the topic. ⁴Students have to be enrolled in the appropriate degree programme until they complete their final coursework or at the time of submission of the final thesis.
- (2) ¹The Bachelor's or Master's thesis can be written in the form of a group work if the topic is suitable. ²The contribution of the individual examinee to be evaluated as an examination performance has to be clearly distinguishable on the basis of the indication of paragraphs, page numbers or other objective criteria, and has to be assessable in its own right and meet the requirements according to paragraph (1).
- (3) ¹The topic of the thesis can be assigned by the members of the university teaching staff and the full-time associate lecturers responsible for the subjects of the degree programme in each case. ²The topic may also be assigned by retired professors of the subjects and, with the consent of the Examination Board, by other persons authorized to take examinations according to §5 (1). ³In the case of sentence 2, the second examiner must be a full-time professor of the subject.
- (4) ¹The topic is determined by the first examiner. ²Upon request, the Examination Board ensures that the examinee receives a topic in due time. ³The issuance of the topic is carried out by the chair of the Examination Board or by institutions appointed by her or him; the issuance has to be recorded. ⁴When the topic is issued, the examiner who determined the topic (first examiner) and the second examiner are appointed.
- (5) ¹Unless the Special Parts of the Examination Regulations contain other regulations, 12 credit points are awarded for the Bachelor's thesis and 30 credit points for the Master's thesis, with a completion time of three and six months respectively. ²The topic can only be returned once and only within the first third of the completion time according to sentence 1. ³Upon justified application, the Examination Board may exceptionally extend the completion time by up to one

third in individual cases. ⁴In the Special Parts of the Examination Regulations, the deadlines specified in sentence 1 and sentence 3 may be shortened.

- (6) ¹When handing in the thesis, the examinee has to certify in writing that she or he has written the thesis—in the case of group work, the part of the thesis marked accordingly—independently and has not used any sources and aids other than those specified. ²In all other respects, §9 (4) applies *mutatis mutandis*.
- (7) ¹The thesis in principle has to be submitted in electronic form via the portal provided for this purpose. The upload date is considered the submission date. ²In addition to the electronic version, a printed version has to be submitted at the request of the examiner. ³In these cases, the printed version must be accompanied by a declaration signed by the examinee confirming that the electronic version and the printed version are identical. ⁴The printed version must be submitted directly to the examiner by mail or in person no later than five days after the upload date. ⁵Should the examiner require a printed version of the thesis, the evaluation report will only be prepared after receipt of the printed version. ⁶The basis for the evaluation of the thesis is the electronic version. ⁷If the end of a submission period falls on a Sunday, a public holiday or a Saturday, the period ends with the expiry of the next following working day. ⁸This does not apply if the person concerned has been notified of a specific date as the end of the period. ⁹The Special Parts of the Examination Regulations may provide for deviating regulations from sentences 3 to 6.
- (8) As a rule, the thesis has to be evaluated by both examiners within four weeks of its submission in accordance with §12 (2) to (4).
- (9) ¹Only those who fulfill the requirements specified in the Special Parts of the Examination Regulations are admitted to the Bachelor's or Master's thesis. ²Upon application, the Examination Board may allow exceptions.
- (10) ¹The Special Parts of the Examination Regulations may stipulate that a colloquium or presentation must be conducted in connection with the Bachelor's/Master's thesis. ²Further details, including the awarding of credit points, also have to be determined in the Special Parts of the Examination Regulations.
- (11) ¹An appeal against the assessment of the Bachelor's/Master's thesis can be lodged with the responsible Examination Board within three months of the announcement of the result. ²The announcement date is the date on which the result can be called up in the respective online portal.

§ 15

Repetition of the Bachelor's/Master's Thesis

- (1) ¹The Bachelor's or Master's thesis may be repeated once if it has been assessed as "non-sufficient" or is deemed to have been assessed as "non-sufficient"; a second repetition is excluded. ²The topic may only be returned when the thesis is

repeated if this option has not already been used for the first thesis (§14 (5) Sentence 2). ³The issuance of the topic for the repeat thesis has to be applied for no later than three months after the result of the first thesis has been announced, unless dates for the issuance of topics for repeat theses are assigned by the Examination Board on the basis of the specifications in the Special Parts of the Examination Regulations. ⁴If the deadline is not met, the Examination Board, in consultation with a first examiner, will assign a topic to be worked on.

- (2) ¹The work on the Bachelor's or Master's thesis may be discontinued by means of a written declaration by the examinee, provided that the deadline for returning the topic (§14 (5) sentence 2) has already expired. ²The thesis is then considered to have been graded "non-sufficient" and may be repeated in accordance with paragraph (1).

§ 16

Examination Results, Termination of Studies

- (1) The Bachelor's or Master's examination is passed if all examinations required in accordance with the Special Parts of the Examination Regulations, including the respective thesis, have been assessed with at least "sufficient" and any required coursework has been passed and the required number of, as a rule, 180 or 120 credit points has been achieved.
- (2) ¹The overall grade of the Bachelor's or Master's examination is calculated from the average of the grades for the modules, including the Bachelor's or Master's thesis, weighted according to credit points; §12 (4) and (6) apply accordingly. ²If more credit points have been acquired within a module than specified in the Examination Regulations, only the number of points corresponding to the Examination Regulations will be included in the calculation of the module grade chronologically according to the examination date of the first examination attempt. ³Unless otherwise regulated in the Special Parts of the Examination Regulations, the module grade is calculated from the average of the credit points of all examinations received. ⁴The module is counted only with the credit points specified in the Examination Regulations. ⁵If more modules are completed than specified in the Examination Regulations and the examinations are also not marked as additional examinations, the module grades are included in the calculation of the overall grade chronologically according to the module completion date until the maximum number of credit points is reached or exceeded—unless the Special Parts of the Examination Regulations provide otherwise. ⁶Compulsory modules and the final thesis are included in the overall grade with the full number of credit points of the module. ⁷The overall grade is also calculated from the average of all modules received. ⁸The Special Parts of the Regulations may stipulate that the grades of certain examinations are to be given special weighting in the calculation of the final grade or, upon application, are not to be taken into account. ⁹Unless otherwise stipulated in the Special Parts of the Examination Regulations, a maximum of 12

credit points in the Bachelor's programme and 10 credit points in the Master's programme may be disregarded. ¹⁰Partial non-consideration of credit points of a module is not permitted. ¹¹The Special Parts of the Regulations may stipulate that the grade "passed with honours" be awarded for overall outstanding examination performance.

- (3) The degree programme is definitely „failed“ if
- Due to serious deception in accordance with §11 (4) sentence 2, the final failure in an examination subject has been determined
 - There is no longer an opportunity to repeat a failed examination, or
 - the Bachelor's/Master's thesis even in the case of repetition has been assessed as „non-sufficient“ or is deemed to have been assessed as „non-sufficient“
- (4) ¹In the case of discontinued degree programmes, the right to take examinations expires at the latest after the expiry of twice the standard period of study, calculated from the time of the last enrollment opportunity for the first semester. ²The Examination Board may extend the deadline in cases of special social or personal hardship, such as illness or the care for relatives. ³The earlier or later expiry of the right to examination on the basis of other regulations remains unaffected. ⁴The expiration of the right to take examinations entails termination of enrollment at the end of the semester.

§ 17

Transcripts and Certificates

- (1) ¹If the examinee has passed the Bachelor's or Master's examination, she or he will receive a certificate without delay, if possible within eight weeks, in which in particular the overall grade, the modules taken with the associated credit points and grades as well as the topic of the final thesis and its grade and number of credit points are listed. ²The certificate has to be drawn up in accordance with the sample attached in Annex 1. ³The date of the certificate has to be the date on which the last academic or examination performance was handed in or performed orally. ⁴Together with the certificate, a Bachelor's or Master's degree certificate is issued to the examinee in accordance with the sample attached in Annex 2. ⁵In it, the awarding of the academic degree is certified. ⁶Sentences 2 and 3 apply accordingly. ⁷The certificate is accompanied by a Diploma Supplement (Annex 3), which contains a description of the qualifications acquired in the respective degree programme. ⁸The certificate, diploma and diploma supplement are issued in German and English and bear the names or signatures of the officials holding the respective offices at the time the documents are issued.
- (2) ¹In addition to the overall grade, an ECTS grade distribution scale is listed in the Diploma Supplement. ²Statistics of the relative frequency and the cumulative

frequency of the total grades of the degree programme are calculated according to the applicable European regulations (including the ECTS Users' Guide). ³The reference value is the total grades achieved by graduates in the previous four semesters (excluding the current semester). ⁴This also applies if the Examination Regulations have changed, but the content of the degree programme in question has remained essentially unchanged. ⁵The formation of the corresponding cohorts takes place on 31 October and 30 April of a year. ⁶The ECTS grade distribution scale is only listed if the total number of grades compared is at least 30. ⁷The Special Parts of the Examination Regulations may stipulate that an ECTS grade also has to be indicated additionally on the certificate for individual grades.

- (3) ¹If a examinee has not yet completed all the work or has completed all the work but it has not yet been fully assessed, she or he will be issued a written certificate by the Examination Board on application against submission of the relevant evidence. ²This certificate contains the modules that have been passed or partially passed at the time the certificate is produced, together with their grades and the credit points achieved. ³If the certificate is requested before the last examination has been performed, the certificate has to indicate this. ⁴In any case, the certificate indicates the credit points still missing or grades pending to pass the Bachelor's or Master's examination. ⁵In the case of partially completed modules or modules that have only been partially graded, the credit points fictitiously attributable to the examinations taken are shown.
- (4) ¹The notification of a finally failed Bachelor's or Master's examination is issued by the Examination Board in written form. ²The notification has to be accompanied by instructions on how to appeal. ³The certificate pursuant to paragraph (3) sentence 1 is also issued and attached without an application.

§ 18

Additional Examinations

- (1) ¹Students may acquire credit points beyond the scope provided for the individual degree programmes until the end of the semester in which the examination and coursework achievements required for the completion of the degree programme have been completed in full. ²Before registering, the student has to apply to the Examination Board of her or his degree programme—in the case of a two-subject Bachelor's degree programme to the Examination Board of the first subject—for the assessed coursework or coursework to be evaluated as an additional examination. ³In this context, courses from other Bachelor's or Master's degree programmes can also be made use of—provided that corresponding capacities exist. ⁴For additional examinations, § 11 applies with the proviso that no oral additional examination is conducted on the 3rd attempt of the written examination/written examination+. ⁵If the student has definitively failed the additional examinations, this does not mean that she or he has failed the actual degree programme. ⁶Students from Bachelor's degree programmes can acquire a

maximum of 36 credit points from Master's degree programmes in this context. ⁷The Special Parts of the Examination Regulations may stipulate that—at the student's discretion—in a maximum of three cases, examination performances in elective and compulsory elective areas that have been passed may be replaced by additional examinations in the corresponding elective or compulsory elective area. ⁸Notwithstanding any special regulations, examinations that are to be considered additional examinations have to be registered with the Examination Board prior to taking the last examination required to pass the degree programme. ⁹Deviating from §17, the certificate will be issued at a later date.

- (2) The results of the additional examinations and the number of credit points achieved will be included in the certificate upon request, but will not be included in the determination of the overall grade.

§ 19

Placement Examination

- (1) In deviation from the regulations for admission to the examinations of the Bachelor's/Master's degree and to the final thesis, admission may also be granted to those who prove in a placement examination that they have knowledge and skills taught in specific modules of the relevant degree programme.
- (2) Only those examinees will be admitted to placement examinations who, in an application procedure
 1. Prove eligibility to study in the corresponding degree programme
 2. Can provide evidence of completed vocational training or five years of professional activity in an occupation conducive to study in the chosen degree programme, or have corresponding practical experience acquired elsewhere, and
 3. Provide credible evidence of the acquisition of the competencies required for the placement examination
- (3) Students who are enrolled in a degree programme in this field of study at a university or who were enrolled in the previous three years or who have finally failed a preliminary examination, Bachelor's/Master's examination or a corresponding state or ecclesiastical examination, a placement examination or external examination in such a degree programme or who have finally not been admitted to a placement examination or external examination in such a degree programme will not be admitted to the placement examination.
- (4) ¹The application to take the placement exam has to be sent to the responsible Examination Board. ²The application has to be accompanied by:
 1. A statement on the extent to which and for which modules the recognition of credit points is requested
 2. The proofs according to paragraph (2)

3. A description of the course of education and occupational activities performed
4. Declarations according to paragraph (3)
- (5) ¹The Examination Board will decide on the application. ²If it is not possible for the applicant to attach a document required under paragraph 4 in the prescribed manner, the Examination Board may permit proof to be furnished in another manner.
- (6) ¹If doubts arise with regard to the prerequisites specified in paragraph (2) Nos. 2 and 3, the Examination Board may determine that a subject-related interview of at least 30 minutes duration be conducted with the applicant. ²The Examination Board appoints two examiners for this purpose; one of the examiners must be a member of the university teaching staff. ³In all other respects, §9b applies mutatis mutandis. ⁴The two examiners determine whether the requirements of paragraph (2) Nos. 2 and 3 are fulfilled. ⁵After the applicant has been informed of the result of the subject-related interview, she or he has the right to withdraw the application or to amend it with regard to paragraph (4) sentence 2 No. 1.
- (7) ¹A written decision is issued on the result of the application procedure. ²Admitted persons have the right, without prejudice to the provisions of matriculation law, to obtain information about the knowledge and competences imparted in the relevant modules by attending courses as a guest auditor. ³Persons who were not admitted may repeat the application procedure once. ⁴The notification pursuant to sentence 1 specifies a period of time within which a repetition of the application procedure is not permissible. ⁵This period may not be less than one year and may not exceed three years.
- (8) ¹The type of examinations and the examination dates for the placement examination are determined by the Examination Board. ²In terms of procedure, the placement examination has to be conducted according to the same principles as the corresponding examinations in this degree programme. ³The requirements are based on the examination content of the examinations assigned to the relevant modules or are based on the competencies taught in the modules. ⁴In appropriate cases, examinations may be taken together with examinations for students in that programme.
- (9) §§9, 9a-o, 10, 11 12 and 13 apply mutatis mutandis to the evaluation and repetition of the examinations for the placement examination.
- (10) ¹A written decision is issued on the result of the placement examination. ²The decision may be issued on the condition that certain examinations are taken within a certain period of time after commencement of studies. ³The decision may also provide for placement in a different semester than was requested. ⁴In the certificate according to §17 (1) only those achievements are taken into account which were completed after beginning the study programme.

§ 20

Invalidity of the Examination

- (1) If cheating or aiding and abetting cheating has taken place during an examination and this fact only becomes known after the university certificate has been issued, the Examination Board may subsequently declare the examination "failed" in whole or in part or change the grade.
- (2) ¹If the requirements for admission to an examination were not fulfilled without the examinee intending to deceive, and if this fact only becomes known after the certificate has been issued, this defect is remedied by passing the examination. ²If the admission was intentionally obtained unlawfully, the Examination Board decides on the revocation of unlawful administrative acts in compliance with the statutory provisions.
- (3) The examinee has to be given the opportunity to discuss the matter with the Examination Board before a decision is made.
- (4) ¹The incorrect university certificate has to be withdrawn and replaced by a correct certificate or a certificate according to §17. ²The Bachelor's or Master's degree certificate also has to be confiscated with the incorrect university certificate if the examination was declared "failed" or "non-sufficient" due to deception. ³A decision pursuant to paragraphs (1) and (2) sentence 2 is excluded after a period of five years from the date of the university certificate.

§ 21

Access to Examination Records

- (1) The date on which the records for graded written examinations can be accessed is usually announced by the examiners.
- (2) ¹Upon request, the examinee is granted access to her or his written examination papers, to the comments of the examiners and to the examination proceedings after completion of each examination. ²The application has to be submitted to the Examination Board no later than one year after completion of the examinations or the Bachelor's/Master's thesis or the notification of the failed examination. ³The Examination Board will determine the time and location for the access to such records

§ 22

Publication in the University

- (1) ¹This General Part of the Examination Regulations and the Special Parts of the Examination Regulations have to be published in the university. ²The individual Examination Boards have to ensure that students can take note of these Examination Regulations and the Special Parts of the Examination Regulations in an appropriate manner.

- (2) ¹The institutions appointed by the Examination Board may publish decisions and other measures taken in accordance with these Examination Regulations, in particular admission to the examination, refusal of admission, registration and examination dates as well as deadlines, and examination results, in a manner customary at the university. ²Data protection regulations have to be observed.

§ 23

Individual Decisions, Appeals Procedure

- (1) ¹Individual or module grades are announced by or for the examiner. ²Grades of final papers, the final failure of examinations as well as the final failure of the degree programme are announced by or for the Examination Board. ³Unless otherwise stated in the individual regulations, other decisions under these Examination Regulations are made by the Examination Board. ⁴Deviations in the Special Parts of the Examination Regulations are possible.
- (2) ¹If an objection is raised to an administrative act of the Examination Board, the Faculty Council is the appeals authority—provided that the appeals procedure is admissible. ²If an administrative act of an authority other than the Examination Board or Faculty Council is objected to, the Examination Board is the appeals authority—provided that the appeals procedure is admissible. ³It is not permissible to lower the examination grade in cases of objection to examination results. ⁴For reconsideration decisions against assessments that are not administrative acts, the provisions of the appeals procedure apply mutatis mutandis.

§ 24

Transitional Provisions, Scope of Application

¹If Special Parts of the Examination Regulations refer to a previous version of the General Part of the Examination Regulations, the references are to be understood in such a way that the previously referenced regulations are replaced by those standards which contain the referenced topics. ²This also applies if the new version of the General Examination Regulations differs from the previous version.

§ 25

Entry into Force

¹The Regulations enter into force on 1 April 2023. ²At the same time the Regulations announced on 23 March 2018, TU Braunschweig Official Journal No. 1209; last amended by official announcement on 25 April 2019, TU Braunschweig Official Journal No. 1251, cease to apply.